MMAS and the COMPUTER

PAY ME NOW!

PAY ME LATER!

AGENDA

- Hardware Considerations.
- Software Considerations.
- Questions and Answers.

HARDWARE CONSIDERATIONS

- PHYSICAL PROTECTION
  - Surge protectors are not forever!
- PROTECTING YOUR DATA
  - Use of a floppy (or zip disk) Vs hard drive.
  - Daily Backup.
  - Weekly Backup.
  - Rotating Backup.
  - Commercial Backup.
- WINDOWS
  - How much memory is enough (RAM)?

SOFTWARE CONSIDERATIONS

- Microsoft Word is the standard.

  _____

  - Endnotes or parenthetical notes (footnotes).
  - Don’t use hyperlinks.
  - One or multiple machines.
  - Autoformat.

FONTS

- Forget Fancy Fonts.
- Serif Vs Sans Serif.
- Pitch Vs Point.
- No **BOLD** or Large type for Chapter or Section Headings.
- Underline Vs *Italics.*

JUSTIFICATION

The key learning concept of the Kentucky Fried Chicken case is generating profit from international markets when the domestic market is projected to become saturated. FULL JUSTIFIED.

The key learning concept of the Kentucky Fried Chicken case is generating profit from international markets when the domestic market is projected to become saturated. LEFT

TABS VS SPACES

The key learning concept of the Kentucky Fried Chicken case is generating profit (tab)

The key learning concept of the Kentucky Fried Chicken case is generating profit (9 sp)

The key concept of the Kentucky Fried Chicken case is generating profit (9 sp)

MISCELLANEOUS

- Single Vs Multiple Files.
- Hyphenation.
- Spacing.
- Figures and Tables.
- Manual Saves Vs Automatic Saves.
- Spell Checking.
- Grammar Checking.

MISCELLANEOUS (CONT)

- Autoformat
- Graphics
- Printer drivers.
- Viruses
- Quotation marks.

When in doubt . . .
consult your style manual,
a GDP staff member, or
your committee members!